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DDA REGISTRY

FILE: 75-8DDA 86-2021
2 December 1986

MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Information Services
 Director of Information Technology
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training and Education
 Chief, Management Staff, DA

FROM:



Executive Assistant to the DDA

SUBJECT:

Original Headquarters Building Backfill

1. A copy of a memorandum from the Chief of the Headquarters Consolidation Staff, FMD/OL, is attached for your review and comment. We are beginning the Agency-wide planning process to renovate the original Headquarters Building (OHB) as we relocate components among the various Agency complexes. The purposes of this review are to identify all DA components currently in the OHB and to indicate for each one whether it is scheduled to stay in the OHB or to move outside the OHB. The DDA has asked me to act as the Directorate focal point for this effort.

2. Please review the OHB floor plans in this package. (This plan was approved by the Headquarters Management Board in October 1985.) According to OL's records, the areas marked in blue indicate DA components which are scheduled to stay in the OHB, although not necessarily in the same space they hold now. Areas marked in yellow indicate DA components which are scheduled to move (somewhere) out of the OHB. OL was unable to provide room numbers for the floor plans.

Downgrade to CONFIDENTIAL
 Upon Removal of Attachments

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 INTELLIGENCE SOURCES
 OR METHODS INVOLVED

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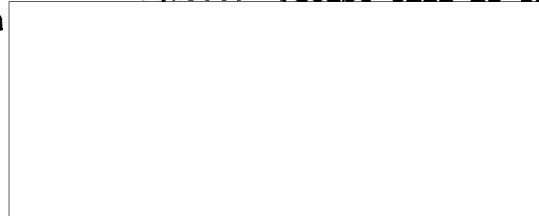
SUBJECT: Original Headquarters Building Backfill

3. I suspect you will find minor errors in these floor plans. Please mark any errors on your copy and return it to me by COB 12 December 1986. The short deadline is driven by OL/FMD's need to begin an architecture and engineering contract in January 1987.

4. According to the HMB plan of October 1985, only the following DA components are scheduled to remain in the OHB:

O/DDA
OMS (except MSD, PSD and Safety)
OS/HSD
OF Disbursing Office
OT&E Classrooms
OIT Computers and Telephones
OL/FMD
Executive Dining Room

5. Thanks for your quick response to this request. Please call me if you have any questions. I can be reached on



Attachments:
Floor Plans

S E C R E T

S E C R E T

SUBJECT: Original Headquarters Building Backfill

25X1

ORIG:EXA/DDA: **(1 Dec 86)**

Distribution:

- Original - EXA/DDA w/att**
 - 1 - Each DA Office Director w/att**
 - 1 - C/MS/DA w/att**
 - 1 - DDA Subject w/att**
 - 1 - DDA Chrono wo/att**
 - 1 - EXA/DDA Chrono w/att**

S E C R E T

25 NOV 1986

MEMORANDUM FOR: Special Assistant, DDA

FROM:

Chief, Headquarters Consolidation Staff, FMD/OL

SUBJECT: Renovation and Backfill of the Original
Headquarters Building

1. The Office of Logistics recently formed the Headquarters Consolidation Staff to provide planning and management direction for the renovation and backfill of the Original Headquarters Building (OHB). We intend to take advantage of the moves stemming from completion of the new building and external facilities to upgrade the utilities and renovate the working spaces in OHB, and then to reallocate the space focusing on organizational integrity. Some 600,000 square feet of space will be redone plus mechanical and electrical modifications. Renovation will be phased over 2-3 years, paced principally by the occupancy schedule set for the New Headquarters Building and outlying facilities.

2. Present plans call for renovation construction to commence when the first space is vacated in OHB, currently scheduled for January 1988. We have barely enough time between now and then to accomplish the critical tasks necessary for a project of this size and complexity.

3. To begin this process, we have attached some diagrams which outline current office locations inside OHB. (We will work out their ultimate location with you during the space reallocation segment of this project.) These layouts are based on our understanding of which of your offices and staffs are going to move out of OHB, and which are staying. Also attached is a square footage sheet which portrays our understanding of what your space requirements are for those offices destined to

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SUBJECT: Renovation and Backfill of the Original Headquarters Building

be housed in OHB, including those elements moving into OHB from outlying buildings. If, as we expect, there are some errors in the diagrams or the square footage chart, we wish to meet with you right away to reconcile differences. Since what we are portraying has been discussed by you or your Directorate representative at Facilities Management Division sessions, we hope that only minor modifications will be necessary.

4. Our intent is to put the agreed upon diagrams and square footage sheet under configuration management control as soon as possible, but no later than 17 December 1986. From that point on, changes to these documents will have to go through the rather rigorous configuration change process. Our reason for operating in this fashion is that we need a firm foundation upon which to base the next calculation--the reallocation and design of the space.

25X1 5. HCS is located in Room 1F69, Headquarters. I can be reached on extension



Attachments
As stated

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Next 8 Page(s) In Document Denied